U.S. Bankruptcy Court
District of North Dakota

CM/ECF Filing Guide for Limited Filing Users

(April 2006)

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OR

Bankruptcy > Limited Filing User > Reaffirmation Agreement WITHOUT Atty Cert (no Certification of Attorney)</td><td>When prompted to select any additional attorneys, click Next. Do not select any additional attorneys.
Select the party from the list. If the party is not listed, click the Add/Create New Party button and add party information. (Refer to Add Party to Case instructions in this guide.)
Select the PDF file. (Refer to Select the PDF Document instructions in this guide.)
Enter name of creditor and property description in text box.</td></tr>
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Select the party from the list. If the party is not listed, click the Add/Create New Party button and add party information. (Refer to Add Party to Case instructions in this guide.)
Select the PDF file. (Refer to Select the PDF Document instructions in this guide.)
After completing this entry, remember to add party to creditor mailing matrix [Bankruptcy > Creditor Maintenance > Enter individual creditors]. (Refer to Add Creditor to Creditor Mailing Matrix instructions in this guide.)</td></tr>
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Certificate of Service	**Bankruptcy > Limited Filing User> Certificate of Service**	• When prompted to select any additional attorneys, click *Next*. Do not select any additional attorneys. • Select the party from the list. If the party is not listed, click the *Add/Create New Party* button and add party information. (Refer to **Add Party to Case** instructions in this guide.) • Select the PDF file. (Refer to **Select the PDF Document** instructions in this guide.) • Check Refer to existing event(s), if appropriate. • Highlight the appropriate category, or highlight all, to return all documents. • Select the appropriate document(s).
Withdrawal of Claim	**Bankruptcy > Claim Actions > Withdrawal of Claim**	• When prompted to select any additional attorneys, click *Next*. Do not select any additional attorneys. • Select the party from the list. If the party is not listed, click the *Add/Create New Party* button and add party information. (Refer to **Add Party to Case** instructions in this guide.) • Select the PDF file. (Refer to **Select the PDF Document** instructions in this guide.) • Enter Claim # when prompted. • Select "Withdraw" in the Status Box.

File Claims		
Document:	**Select:**	**Notes:**
File Claim	**Bankruptcy > File Claims** **CREDITORS - CLAIMS ARE TO BE FILED IN ASSET CASES ONLY.** **CHAPTER 7 CASES IN THIS DISTRICT ARE NOTICED AS NO-ASSET CASES UNTIL FURTHER INSTRUCTION FROM THE TRUSTEE.**	• No attachments shall be filed with a Proof of Claim. Parties will contact the filing party if additional information is necessary. • On *Search for Creditor* screen, enter case number and name of creditor for whom the proof of claim is being filed; leave type as *Creditor*; click *Next*. • If creditor appears on screen, select creditor and click *Next*; if creditor does not appear, click the *Add Creditor* link which allows you to add the creditor. After adding the creditor, click the *File A Proof Of Claim* link. (Refer to **Add Creditor to Creditor Matrix** instructions in this guide.) ‣ On the *Proof of Claim Information Screen*, enter the following: ‣ Amends Claim # (if applicable) ‣ Duplicates Claim # (if applicable) ‣ Filed By: (select attorney or creditor) ‣ Late (select Yes or No) ‣ Amount Claimed (Do not enter the “$” or commas) ‣ Description (if necessary) ‣ Remarks (if necessary) • Select the PDF file. (Refer to **Select the PDF Document** instructions in this guide.)

Assign/Transfer Claim Pursuant to Rule 3001(e)(1) Transfer has been completed before a proof has been filed and the claim is for other than security.	**Bankruptcy > File Claims**	• Proceed using File Claim Procedure include evidence of transfer, if available.
Assign/Transfer Claim Pursuant to Rule 3001(e)(3) Transfer has been completed before a proof has been filed and the claim is for security.	**Bankruptcy > File Claims**	• Proceed using File Claim Procedure include evidence of transfer, if available.

Assign/Transfer Claim Pursuant to 3001(e)(2) or (4)	**Bankruptcy > Limited Filing User> Transfer of Claim**	• When prompted to select any additional attorneys, click *Next*. Do not select any additional attorneys. • Select the party from the list. If the party is not listed, click the *Add/Create New Party* button and add party information. (Refer to **Add Party to Case** instructions in this guide.) • Select the PDF file. (Refer to **Select the PDF Document** instructions in this guide.) • Choose the transfer type (ie. 3001(e)2; 3001(e)4) • Type the transferred to party • Type the transferred from party • Type the claim number • Type the claim amount • Continue if there are other transferred claims in the same document • Enter Next when done • Add text as appropriate • After completing this entry, add the transferee to the creditor mailing matrix [**Bankruptcy > Creditor Maintenance > Enter individual creditors**]. (Refer to **Add Creditor to Creditor Mailing Matrix** instructions in this guide)

Creditor Maintenance		
Document:	**Select:**	**Notes:**
Add Creditor to Creditor Mailing Matrix	**Bankruptcy > Creditor Maintenance** > Enter individual creditors **OR** When filing a Proof of Claim, click on the *Add Creditor* link.	On the *Add Creditor(s)* screen, enter the creditor's name and address. When completed, click on *Last Entry*. Click *Next* then *Submit*.

Utilities/Reports		
Document:	**Select:**	**Notes:**
Change Password	**Utilities > Maintain Your ECF Account**	• Scroll down to bottom of screen and click on *More user information*. After changing your password, click on *Return to Account Screen* then scroll down to bottom of screen and click *Submit* and *Submit* to have any changes recorded.
Change Email information	**Utilities > Maintain Your ECF Account**	• Scroll down to bottom of screen and click on *Email information*. After changing your e-mail settings, click on *Return to Account Screen* then scroll down to bottom of screen and click *Submit* and *Submit* to have any changes recorded.
View Your Transaction Log	**Utilities > View Your Transaction Log**	• Enter start date and end date
Electronic/Manual Noticing Information for List of Parties on a Case	**Utilities>Mailings**	• Click on Mailing Info for case
Docket Report	**Reports > Docket Report**	• Enter case number • Select criteria for generating the report • Click *Run Report*
Claims Register	**Reports > Claims Register**	• Note that you will be prompted for your PACER login and password • Enter case number • Click *Run Report*
Cases Report	**Reports > Cases**	• Note that you will be prompted for your PACER login and password • Select criteria for generating the report (select multiple categories by holding down the *Ctrl* key and clicking on the categories in the list) • Click *Run Report*

Help	
Screen:	**Instructions for Attorneys and Creditor Representatives**:
Select additional attorney(s)	When prompted to select any additional attorneys, click *Next*. Do not select any additional attorneys.
Select the Party	Select the party from the list. If the party is not listed, select the *Add/Create New Party* button and add party information. Refer to **Add Party to Case** instructions in this guide for instructions on how to add party to case.
Add Party	• Search for the party. ▸ Begin by searching to see whether the party is already in the database. ▸ To search, enter the party's Social Security number or Tax ID, or all or part of the last or business name, and click the *Search* button. • Select a party already in the database or add a new one. ▸ If the party is already in the database, highlight the name on the party list, and click the *Select name from list* button. ▸ To add a new party to the database, click the *Create new party* button. In either instance, the *Party Information* screen will be displayed. • Enter the information about the party. ▸ For a party already in the database, fill in the party role and pro se fields, and enter party text if needed. (Party text appears after the party's name on the cover sheet of the docket, e.g., ABC Corporation, a subsidiary of XYZ International.) ▸ To change address information just for this case for a party already in the database, type over the existing address information. ▸ For a new party, fill in the name, address, party role, and pro se fields, and enter party text if needed.

Select the PDF document	• Click on the *Browse* button to search your network and select from those files. Remember to change the file type to Acrobat (*.pdf). To make certain that you are about to associate the correct PDF file for this entry, right-click on the file name with your mouse and select **open**. • If your filing does not have attachments, click *next* to continue. • If your filing has attachment(s), *e.g.*, financing papers, exhibits, supporting documents, etc., click *Yes* for "Attachments to Document." Click *Next* to see the attachments screen. ▸ Enter the PDF document that contains the attachment. ▸ Click on the *Browse* button to search your network and select from those files. Remember to change the file type to Acrobat (*.pdf). To make certain that you are about to associate the correct PDF file for this entry, right-click on the file name with your mouse and select **open**. ▸ If your filing has more attachments, first continue labeling this attachment following the instructions below. ▸ At your option, select a document type or enter a description. ▸ If you press the down arrow to the right of the *Type* box, you see a list of available attachment types. Select the one you want by highlighting it or type a short description of your attachment. ▸ Add the filename to the list box below. Add the attachment you have entered to this list by clicking the **Add to List** button. If you have more attachments, go back to Step 1. Continue until all your attachments are on this list.
Refer to existing event(s)?	• Check the box if you would like to relate this event to an earlier event in this case. Two more screens may display after you click *next*: • *Please select the category*...: A list of event categories is displayed. Select one or more categories from the list by highlighting the ones you need and clicking *Next*. A list of all the docket entries in those categories is shown. • *Include*: Check the box for each docket entry that should relate to the current filing. Click *Next*.

Notice of Electronic Filing	The Notice of Electronic Filing is the verification that the filing has been sent electronically to the Court's database. It certifies that this is now an official court document. • Clicking on the case number hyperlink will present the docket report for this case. Note that you will be prompted for your PACER login and password. Users must be registered with the PACER system to have a login and password. • Clicking on the document number hyperlink will present the PDF image of the document just filed. Note that you will be prompted for your PACER login and password. • **Note: To get your free look, you must click on the document number hyperlink from the Notice of Electronic Filing that you receive <u>via e-mail</u>...not the Notice of Electronic Filing that you see at the conclusion of the filing process.** • Scroll down to see participants who have or have not registered for electronic noticing on this case. • To print a copy of this notice, click the browser *Print* icon. • To save a copy of this notice, click *File* on the browser menu bar and select *Save Frame As*.